

Fall 2002

GSU ARCHIVES
MGMT 301
Fall 2002

**GOVERNORS STATE UNIVERSITY
COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION**

Course: MGMT 301 Introduction to Management Strategies

Instructor: David V. Curtis

Office Hours: Tuesdays 2:15 - 3:30
7:00 - 7:30
Wednesdays 7:00 - 7:30
Thursdays 2:15 - 3:30
7:00 - 7:30
Other times by appointment

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Textbook Robbins, Stephen P. and Coulter, Mary. Management, Seventh Edition, Prentice Hall, 2002.

Course Overview

This course will examine management as both a science and an art as it is practiced (and as perhaps it should be practiced) in organizations both large and small. The course will examine different management models -- classical, behavioral, and management science -- and will emphasize the interrelationships among planning, organizing, leading and controlling within a management setting.

The course will include such topics as the evolution of management, management skills and functions, the internal and external organizational environments, decision-making, planning, social responsibility, global issues, managing a diverse work force, leadership, motivation, and many other subjects.

Course objectives: Some of the more important objectives are to obtain:

- An understanding of the historical antecedents of modern business practices;
- An understanding of the fundamental functions of management -- planning, organizing, leading and controlling;
- An understanding of how both the internal and external environments affect management practices;
- An understanding of the issues regarding corporate social responsibility;
- An understanding of the importance of the global dimension in modern management;
- An understanding of the importance of dealing in a diverse and multicultural environment;

- An understanding of the relationships among managing, motivating, and leading.

As you will see from the short answer and essay portions of the examinations, it will not be enough just to memorize concepts and definitions. You will need to think critically about the ideas, apply them to situations you see around you, and use them to analyze material described in the text. While the text deals with the various topics in a systematic fashion, I do not lecture strictly from the book. I will introduce different ways of considering the topics and will illustrate the material with various examples. Consequently, **I urge you to attend class, pay attention, and take careful notes.**

I encourage you to meet with me during office hours if you have questions, and you may also telephone or contact me through e-mail. If you have a relatively simple question that requires only a short answer, we can handle it through e-mail. For more complex questions, please see me or telephone. It is also a good idea to use as many resources as possible to enhance your learning. Your text provides many Internet addresses that will help you in studying management, so if you have access to the Internet, check them out.

Attendance: You are expected to attend class regularly and to be on time. Part of your grade will be based on class participation, and there will be no make-ups for the quizzes unless prior arrangements have been made with the instructor.

Assignments: All out-of-class work is to be typed. Unless you have made prior arrangements with the instructor, work submitted after the due date will be reduced by one letter grade for each week it is late. You will have a mid-term examination, a final examination, several unannounced quizzes, and a term paper. Both examinations will be combinations of true/false, multiple choice, identification, short answer, and essay questions. Certain portions of the final examination will be cumulative. The term paper will be described in detail in an additional handout. I expect you to have read the assigned material when you arrive for class. Consequently, the unannounced quizzes are designed to encourage you to be prepared.

Evaluation:	Final Examination	40%
	Midterm Examination	25%
	Term Paper	20%
	Unannounced Quizzes	10%
	Class Participation	5%

The essay portions of all examinations as well as the out-of-class writing must observe the standard conventions of written English -- spelling, punctuation, grammar, syntax, and organization. **Your paper will be marked down if your writing style interferes with the information you are attempting to communicate.**

Assignment Sequence: The readings are assigned on a weekly basis, and you will be responsible for that week's reading on each Wednesday.

Week of:

August 28, Introduction

September 4 Chapter 1, Introduction to Management and Organizations
Chapter 2, Management Yesterday and Today

September 11 Chapter 3, Organizational Culture and the Environment: The Constraints
Chapter 5, Social Responsibility and Managerial Ethics

September 18 Chapter 6, Decision-Making: the Essence of the Manager's Job
Chapter 7, Foundations of Planning

September 25 Chapter 8, Strategic Management
Chapter 9, Planning Tools and Techniques

October 2 Chapter 10, Organizational Structure and Design
Chapter 11, Managerial Communication and Information Technology

October 9, **Midterm Examination**

October 16 Chapter 12, Human Resource Management
Chapter 14, Foundations of Behavior

October 23 Chapter 13, Managing Change and Innovation

October 30 Chapter 15, Understanding Groups and Teams

November 6 Chapter 16, Motivating Employees
Chapter 17, Leadership

November 13 Chapter 18, Foundations of Control
Chapter 19, Operations and Value Chain Management

November 20 **Term Paper Due**
Chapter 20, Controlling for Organizational Performance

November 27 Chapter 4, Managing in a Global Environment

December 4 **Final Examination**

Persons with Disabilities: It is the intention of Governors State University to support full participation of all students, regardless of physical ability level. Therefore, if any student needs consideration of her/his physical abilities in order to complete the course, please notify the instructor as soon as possible.